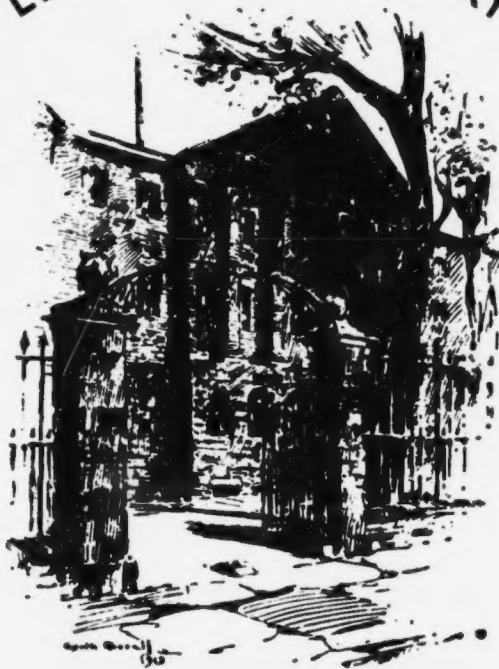


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PROVINCE HOUSE

CONSTITUTION

RULES OF ORDER, AND FIELD LAWS

OF THE

1st Battery U.S.A.

KALIFAT

PRINTED BY WILSON & SONS

1877

CONSTITUTION,

RULES OF ORDER,

AND

BY-LAWS

OF THE

FIRST BATTERY,

HALIFAX VOLUNTEER ARTILLERY.

HALIFAX, N. S.:
PRINTED BY WILLIAM MACNAB,
1867.

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CONSTITUTION.

I. The First Battery "Halifax Volunteer Artillery" shall be composed of subjects of the British Crown, residing in the City of Halifax and its vicinity, who shall be willing to take the Oath of Allegiance, and shall consist of as many members as the majority of the Battery and the officer commanding shall deem proper (subject to the immediate direction of His Excellency the Commander-in-Chief.)

II. The uniform worn by every member shall be according to the pattern heretofore approved.

CONSTITUTION, RULES, AND BY-LAWS 1ST BATTERY HALIFAX VOLUNTEER ARTILLERY.

PREAMBLE.

Whereas, The First Battery of "Halifax Volunteer Artillery," formed in the year 1796, has continued in existence to this period, ranging from time to time in strength, as shown by the public records of this Province: and

Whereas, It has been found expedient to alter and revise some of the Rules and By-Laws by which the Battery has heretofore been governed,—

Resolved, That the said Rules and By-Laws be hereby repealed and annulled, and that the following be the Rules, By-Laws, and Constitution of the corps, subject to the approval of His Excellency the Commander-in-Chief.

RULES.

I.

OF THE ORGANIZATION OF THE BATTERY.

Clause 1.—The Battery shall consist of two classes, viz.: 1st class—Effective and Non-Effective, Enrolled Members. 2nd class—Honorary Members.

Clause 2.—All members who shall have attended the number of drills prescribed by the Militia Laws of the Province shall be considered Effectives.

Clause 3.—All members who shall have forfeited their Volunteer privileges, by non-attendance at the prescribed number of drills, shall be classed as Non-Effectives.

Clause 4.—Honorary members are subscribers only, who do not enjoy Volunteer privileges, or exemptions, but are privileged to attend all meetings of the Battery, and to wear the uniform of the corps.

RULE II.

Clause 1.—The Commissioned Officers of the Battery shall consist of one First Captain, one Second Captain, three Lieutenants, (one of the officers to act as Adjutant,) one Surgeon, one Assistant Surgeon, one Quarter-master.

Clause 2.—The Non-Commissioned Officers shall consist of one Sergeant-Major, one Quarter-master-Sergeant, one Clerk, ranking as Staff-Sergeant, six Sergeants, four Corporals, four Bombadiers.

There shall also be appointed two Trumpeters.

OF FEES, DUES, AND FINES.

RULE III.

Clause 1.—All Commissioned Officers (except medical) shall, on receipt of their commissions, pay an honorary fee of Twenty Dollars. N.B.—This fee not to be exacted from any Commissioned Officer promoted.

Clause 2.—The annual subscription, payable to the funds of the Battery, shall be as follows:

Commissioned Officers.....\$8 (Eight Dollars)
Non-Com. Officers and others (Gunners)..... 2 (Two Dollars.)
Payable in quarterly instalments.

Clause 3.—The members of the Battery shall be "able to the following fines :

AT UNIFORM PARADE.

Officers absent at Roll Call.....50c. (fifty cents).
 " absent altogether.....\$2 (two dollars).
 Staff and other Sergeants absent at Roll call...25c. (twenty-five cents.)
 " " absent altogether....\$1.50 (one dollar fifty cents.)
 Corp's, Bomb's & Gunners, absent at Roll Call.12½c (twelve and a half cents).
 " " " absent altogether..\$1 (one dollar).

AT MONTHLY MEETINGS.

Members of all Ranks.

Absent at Roll Call.....12½c. Twelve and a half cents.
 Absent altogether.....25c. Twenty-five cents.
 For leaving the meeting without permission.....12½c. Twelve and a half cents.

Clause 4.—For appearing in uniform within the space of three hours after dismissal of the Battery, without permission, \$1, one dollar.

Clause 5.—Honorary members shall pay an annual subscription of \$4, Four dollars. Honorary Life Members one fee of (\$20) Twenty dollars.

Clause 6.—The Surgeon or Assistant Surgeon shall be in attendance on all occasions when the Battery shall be required to use ammunition, and the fine for non-attendance shall be Eight dollars (\$8), but they shall be exempt from all other fines.

OF EXEMPTIONS.

RULE IV.

There shall be no exemptions from these fines, except in cases of sickness (certified by a Medical attendant and counter signed by a Medical Officer of the Battery) or unavoidable absence from the City, or as provided by the Eleventh Rule.

OF ELECTIONS.

RULE V.

Clause 1.—The Commissioned Officers of the Battery shall be elected individually, by ballot, at a regular monthly meeting (the Commanding Officer having given notice of such election at a previous monthly meeting), and shall have a clear vote of two-thirds of the members present, without the presiding officer.

Clause 2.—The ballot shall be conducted as follows. After

the ballot has been taken the first time, if none of the candidates shall have the required number of votes, the presiding officer shall strike off the name of the candidate having the smallest number of votes, and the ballot shall be again taken for the remaining candidates, and so on until the last candidate shall have been balloted for. The one having the required majority shall be declared elected. If none of the candidates then proposed shall have the required majority, the election shall cease, or be closed for that evening or meeting.

RULE VI.

The non-commissioned officers of all ranks, shall be elected by ballot, in the same manner as commissioned officers, the ballot to be conducted as provided in the fifth Rule.

RULE VII.

No person shall at any time, hold rank in the Battery, as a Commissioned or Non-Commissioned officer, unless he shall have been previously duly enrolled, and served as a gunner for a period of six months, and every person holding rank or office in the Battery, shall, before assuming his rank, pass the necessary examinations within three months from his election, to the satisfaction of the Commander-in-Chief, under penalty of forfeiture of rank or office.

RULE VIII.

Clause 1.—All admission into the Battery shall be by ballot, the name of the candidate having been previously submitted to the Committee of Investigation (such committee being composed of three members elected at the annual meeting) and by them posted on the Order Board of the Corps, for the space of one week previous to a regular meeting.

Clause 2.—Applications shall be made in the following form, and having been proposed and seconded shall be balloted for.

FORM OF APPLICATION FOR MEMBERSHIP.

Name.	Age.	Height.	Residence.	Occupation.	Remarks.

Proposed by

Seconded by

Halifax, N. S.,

18—.

REPORT OF COMMITTEE OF INVESTIGATION.

Having taken into consideration the foregoing proposition for membership in the "1st Battery of Halifax Volunteer Artillery," the Committee report of the Candidate.

} Investigating
Committee.

Orderly Room H. V. A.,

18—.

Clause 3.—Every candidate shall have a clear vote of two thirds of the members present, before being declared elected, and every member present shall be required to use his privilege of voting. No person shall be balloted for more than once at the same meeting, except in case of error in balloting.

Clause 4.—It is to be understood that the proposer of a candidate for membership, is supposed to be acquainted with the character of such person, and to be in a measure responsible for his general deportment.

RULE IX.

Every person duly elected shall be notified thereof, in writing, (by the clerk) to sign the Roll Book within seven days after receipt of such notice, and he shall also be required within three months after enrollment, to provide himself with the approved uniform of the Battery, to the satisfaction of the Quarter Master, who shall then provide him with arms, accoutrements, &c., for which he shall give such bonds or security for their safe keeping, as are prescribed by the Militia Laws of this Province.

OF DUTIES.

RULE X.

The commanding officer shall have power to fix the time and place for such Parades, Drills, Field Gun and Rifle practice, (in full uniform or otherwise, at his option) as he may think necessary to ensure the efficiency of the Battery, but fines shall not be exacted for more than eight Parades in each year.

RULE XI.

Upon receipt of summons for uniform Parades, every member shall appear punctually at the time and place appointed, but shall not be held liable to the fines imposed for non-attendance, unless his notice shall have been delivered forty-eight hours previous to the named hour of meeting.

RULE XII.

Any member refusing to pay the fines, fees and dues recorded against him, or being three months in arrears, at the annual meeting, for fines, fees or dues, or any member continuously absent from the regular monthly meetings for six months, or from the stated weekly drill for six consecutive nights, unless for causes provided for by Rules IV. and XI., shall,—(the said fines, fees and dues having first been recovered agreeably to law),—in either case be expelled, and his name erased from the Roll of the Battery.

OF LEAVE OF ABSENCE.

RULE XIII.

Every member leaving the City shall obtain leave of absence from the Officer Commanding, and on his return shall report himself to the Adjutant, but no temporary leave shall be granted after the issue of any order for Uniform Parade or Drill, and every member who shall be absent from the City for the period of one year, to the neglect of his duties, shall be reported by the Clerk to the Commanding Officer, who shall order his name to be erased from the Roll of the Battery.

RULE XIV.

Any member receiving leave of absence for over three months, shall be required to return to the Quarter-Master any arms or accoutrements, or any property of the corps, which may be in his possession or charge before leaving the city.

OF COMMISSIONS.

RULE XV.

Each officer shall, on receipt of his commission, cause the same to be read at the next regular meeting of the Battery, and recorded in the books.

OF OFFENCES.

RULE XVI.

If any non-commissioned officer shall be guilty of drunkenness or of general immoral conduct, or of neglect of his duties, it shall be competent for the officer commanding to order a Court of Inquiry, consisting of three officers and two non-commissioned officers of his own rank, which Court shall have power to recommend that the delinquent (if found guilty) be reduced to the ranks.

OF ANNUAL EXAMINATION.

RULE XVII.

It shall be imperative upon the non-commissioned officers of the Battery to attend Examinations appointed by the Adjutant-General of Militia, as a test of efficiency, under the penalties prescribed by Rule 7

OF QUARTER-MASTER.

RULE XVIII.

Clause I.—It shall be the duty of the Quarter-master to keep a correct account and inventory of all Stores in his charge, and of all issues and expenditure of ammunition, &c., to issue arms, accoutrements, and clothing to the members, taking their bonds and securities for the same, and he shall submit his books and accounts annually for examination, or when called upon by the commanding officer.

Clause II.—It shall be competent for the officer commanding to appoint a committee, from time to time, to examine the Stores, &c., in charge of the Quarter-master, and report upon the same.

OF QUARTER-MASTER SERGEANT.

RULE XIX.

The Quarter-master Sergeant shall act as assistant to the Quarter-master, and be under his immediate direction.

RULE XX.

Each member shall be responsible for the due preservation of all articles issued to him, which are the property of government or of the corps, fair wear and tear only excepted.

N.B.—The expression "property of the corps" includes all articles which belong to or have been purchased out of the general funds of the corps.

OF GOVERNMENT AND ORGANIZATION OF THE BAND.

RULE XXI.

Section I.—The Drum and Fife Corps shall not exceed twenty (20) members, including one (1) sergeant, one (1) corporal, and one (1) bombardier, who will hold their respective ranks, as such, during their connection with the Band, but in all instances to rank as junior to similar non-commissioned officers in the Battery.

Section II.—All applications for admission in the said corps shall be made as for the admission of members in the Battery, provided by the 8th Rule,—said applications having been previously

approved of by the N. C. officer of the Band, and marked specially, "For membership in the Band."

Section III.—All non-commissioned officers of the Band shall be selected from the ranks of the Band, and approved of by the Band Committee, and subject to the provisions of Rule 6.

Section IV.—Every member of the Band shall be exempt from the fees and dues paid by members of the Battery, but shall be liable to the fines for non-attendance at Uniform Drills and Parades when ordered by the officer commanding.

Section V.—The members of the Band shall be entitled to all privileges enjoyed by members of the Battery, but shall not be entitled to vote upon any subject other than such as are connected with the Band.

Section VI.—All necessary tuition, instruments, &c., shall be provided by the Battery; and any member who shall wilfully destroy or damage any property of the corps, shall be liable to be reprimanded, suspended, or expelled, at the discretion of the Battery.

Section VII.—The Instructor of the Band (for the time being) shall have the immediate direction of the Band, and shall report to the President of the Band Committee when any instrument is broken or out of order, and upon all points connected with his duty. Each individual in the Band is responsible for the instrument entrusted to him, which is never to be taken from the rooms unless required for duty, or by special permission of the committee.

Section VIII.—The Sergeant of the Band, as well as the members of the same, shall be under the orders of the Adjutant, in respect to their discipline, and under the direction and control of the President of the Band Committee,—the committee to consist of the officers of the Battery, who shall be empowered to make such arrangements for practice, &c., as they shall deem expedient for the proper efficiency of the corps.

Section IX.—The Band shall assemble for practice at least once in each week, commencing at 9 o'clock, P. M., and continuing until half-past 10 o'clock, P. M. Those not present at roll call shall be fined five cents; if leaving the room during practice, or disobeying the orders of the Instructor, shall be liable to a fine of twelve-and-one-half cents, such fines to be paid into the funds of the Battery.

Section X.—The Sergeant of the Band shall keep a correct roll of attendance of the members of the corps upon all occasions, and make a return of the same to the Clerk of the Battery previous to the monthly meeting, to enable him to collect such fines as may be imposed by the Rules of the Battery and of the Drum and Fife corps.

Section XI.—The members of the Band shall, in all cases no

specially provided for by these Rules, be subject to all the ordinary Rules and By-Laws of the Battery, and all the requirements of the Militia law of the Province.

OF REGULATIONS FOR ORDERLY ROOM.

RULE XXII.

Section I.—No books, papers, furniture, or other property of the Battery, shall be torn, defaced, or injured.

Section II.—Spitting on the floor strictly prohibited.

Section III.—No intoxicating liquors, cards, or boxing gloves, or any kind of gambling, allowed in the rooms at any time.

Section IV.—The rooms shall not be open on Sundays or Battery Drill nights, unless by order of the Captain.

Section V.—No person shall be allowed to enter the room at any time in a state of intoxication.

Section VI.—The rooms to be closed at 11 o'clock, p. m., except nights of monthly meetings.

Section VII.—Any member violating any of these Rules, and being reported by the committee, will forfeit his membership, unless excused at a regular meeting of the Battery.

RULES OF ORDER.

RULE XXIII.

Section I.—At every meeting of the Battery, the order of business shall be as follows:

- 1.—The chair to be taken as per By-Law 2nd.
- 2.—The Clerk to call the roll.
- 3.—The minutes of previous meeting read and approved, if correct.
- 4.—Fines, fees and dues to be collected.
- 5.—Proposals for membership.
- 6.—Report of Investigation Committee for membership.
- 7.—Ballot for membership.
- 8.—Elections and appointments.
- 9.—Reports of Committees and unfinished business.
- 10.—New business, Resolutions, Notices, Communications, &c., &c.

Section II.—The Presiding Officer shall state every question or motion from the chair, and, before putting to vote, shall ask, Is the Company ready for the question? If no member rise to speak on it, the question shall be again stated, after which no discussion will be permitted. He shall always announce the result, which, if appealed from, shall be decided by the Vice-chairman putting the question, Will the Company sustain the Chair?

Section III.—No question shall be open for debate until duly proposed and seconded ; and if required, the motion shall be submitted in writing.

Section IV.—Every member who speaks, shall rise and address the chair in a respectful manner, confining his remarks to the subject under consideration, avoiding personalities, and maintaining due courtesy and respect towards the members of the Company.

Section V.—No member shall speak more than twice on any subject without permission from the chair, unless to explain ; he shall not be interrupted, unless by a call to order for disorderly or irrelevant remarks, and shall resume his seat until the presiding officer decide the question of order, when he may again proceed.

Section VI.—Should two or more members rise together to speak, the presiding officer shall decide who is entitled to the floor.

Section VII.—Every motion and resolution shall be submitted in writing (if required), signed by the mover and seconder, and, whilst under debate, no other motion shall be admitted, unless it be to lay on the table the previous question, to postpone to a named time, to amend, or adjourn, which several motions shall have precedence in the order in which they stand arranged.

Section VIII.—When a vote has passed, it shall be competent for any member who voted with the majority to move a reconsideration thereof, at the same time or next succeeding meeting, but not afterwards ; and when a motion of reconsideration is decided, that vote shall not be reconsidered.

Section IX.—All questions of order shall be determined by the presiding officer, against whose decision the members may appeal to the Company, and such appeal shall be disposed of without debate.

Section X.—The foregoing Rules of Order shall not be altered, amended, or repealed, except by the vote of two-thirds of the members of the Company present, at a monthly meeting.

BY-LAWS.

I.

Regular Monthly Meetings of the Battery shall be held on the second Tuesday of each month, (the meetings in January, April, July and October, to be Quarterly Meetings.)

II.

At every meeting of the Corps, the Chair will be taken punctually at the hour of meeting, by the senior officer or non-commissioned officer present, who shall immediately order the Roll to be called. Any member entering after the Roll has been called shall be fined twelve and a half cents, as provided by Rule 3.

III.

Special meetings may be called by the officer commanding when he deems it necessary, or upon a written requisition from any (10) ten members of the Battery. When special meetings are called, the object shall be stated, and no other business shall be transacted at that meeting (except propositions and elections of new members.)

IV.

One-third of the members of the Battery (not including the Chairman,) shall constitute a Quorum, and their acts shall be binding upon the whole Battery.

V.

The meeting in October shall be the Annual meeting, at which every member shall appear in Full Uniform; and any member appearing in Fatigue dress or in plain clothes at a yearly or other meeting ordered by the Commanding Officer to be in Full Uniform, shall be considered as absent, and shall not be permitted to take part in the proceedings of the meeting.

VI.

All accounts or demands against the Battery shall be presented at a monthly meeting, and if approved and ordered to be paid shall be so marked by the Presiding Officer, which shall be the authority to the Treasurer for payment thereof.

VII.

The Adjutant of the Battery shall act as Treasurer (and he shall be allowed the services of a member of the Battery as Assistant Treasurer.) It shall be his duty, in that capacity, to take charge of all Funds, to keep a correct account of receipts and expenditure, and produce at the Annual meeting a statement of the financial position of the Battery. He shall also give bonds

for the sum of Four Hundred dollars, by two good and sufficient sureties for Two Hundred dollars each, he shall also open an account with one of the Banks in the City, where the funds shall be deposited, subject to his order.

VIII.

The following Committees shall be appointed to serve as Standing Committees for one year, from each Annual meeting:

Of Investigation for membership,	Three members.
Of Auditing Accounts,	Three do.
Of Orderly Room,	Three do.
Of Band,	Officers of the Battery.

IX.

Any member appearing in a state of inebriety at any meeting or other assemblage of the Battery, or whose general conduct, at any time, shall be such as to reflect discredit on the Corps, shall be liable to expulsion, unless excused at a regular monthly meeting by a two-third vote of the members present.

X.

Any members who shall make use of uncourteous language, or shall behave in such a manner as to disturb the harmony and well being of the Battery, or who shall offend against any law or regulation, to which no specific penalty is attached, shall be dealt with as deemed fit by a two-third vote of the members present at a monthly meeting.

XI.

Every member shall appear upon parade with his arms and accoutrements in good order, and condition, under penalty of being ordered to fall out of the ranks, and to be considered absent from that meeting or parade.

XII.

Any member wishing to withdraw from the Battery can do so by giving a (verbal or written) notice at a regular monthly meeting, one month previously. And such person shall be considered still a member, until his arms and accoutrements have been returned in good order to the Quarter Master, and he shall have paid up to that time, all fines, dues and fees recorded against him.

XIII.

The duties devolving upon the clerk of the Battery being arduous, and requiring a great degree of attention and punctuality, the management of the financial affairs resting mainly upon him, and the precision and regularity of the records of the corps depending entirely upon him, it is important that that officer should not be subject to the change of an annual election. In consideration of this circumstance, the clerk of the Battery shall be appointed under the provision of the 5th Rule, to serve during his own pleasure, or during good behaviour. He shall rank as Staff Sergeant, and shall be exempt from fees or dues, and attend at drill at his own option. Upon wishing to retire from office he shall give three months notice (in writing) of such intention.

His duty in that capacity shall be to issue notices for all meetings, summonses for drills and parades when so directed, to attend all meetings, and

record in a book, correct minutes of proceedings, to attend all parades with his roll book, to call the names at the hour named, to collect all fines, dues and fines from the members, and pay them over to the Treasurer, and generally, to perform such duties and services as may be regarded by the commanding officer, consistent with the duties of a clerk.

XIV.

In case of decease of any member, the Battery shall attend his funeral in full uniform, paying such honors as are due to the rank of deceased, unless contrary to the wishes of deceased, or his relatives.

XV.

The foregoing constitution Rules and Bylaws shall not be altered, amended, or repealed, except by consent of two thirds of the members present at any monthly meeting, and one months notice of such repeal or amendment shall be given in writing, stating the nature thereof. No such amendment or alteration to be in force until it has the approval of His Excellency the Commander-in-Chief.

APPROVED.

Halifax, May 30th, 1867.

W. F. WILLIAMS.